



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर
हमीरपुर (हि.प्र.) - 177 005 (भारत)
NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR
HAMIRPUR (H.P.) - 177 005 (INDIA)
(An Institute of National Importance under Ministry of HRD)

[Application for Prior Administrative/Financial Approval]

Application for incurring expenditure up to 25,000/- (Rupees Twenty Five Thousand only) under the head(s) "B" & "C" of Cumulative Professional Development Allowance (CPDA)

HOD/HOC

I wish to purchase/incur expenditure items under CPDA:

Sl. No.	Items/Activity	Estimated Amount (Rs.)	List of activities (please mention B (i), C (i), (ii), (iii) as applicable)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
Total			

List of activities:

B. Membership Fee for Professional Bodies:

- (i) Acquiring Membership of Professional Bodies/ Societies, both National and International. Maximum memberships of three professional bodies/ societies from CPDA grant in one block period.

C. Contingent Expenses:

- (i) Consumables such as chemicals, laboratory glassware, charges for synthesis & analysis testing of samples for pursuing research.
- (ii) Purchase of stationary, books & related items.
- (iii) Computer related consumables such as external storage devices, **battery, RAM** cartridges.
- (iv) **Fee for filing patent**
- (v) **Fees/expenditure for extra pages in SCOPUS/SCI Journals**

(Signature)

Name of faculty

Designation:

Department/Centre:

Mobile No:

Dated: _____

e-mail ID:

Approved / Not Approved*.

Dated: _____

(Signature of HOD/HOC)

Seal

*Note: - If not approved, the HOD/HOC is required to return the same to concerned faculty member with reasons.

(Signature)